Electronic Requisitioning: A User Guide

Oracle/PeopleSoft Version

Finance Division

Tufts University

Implemented 2013

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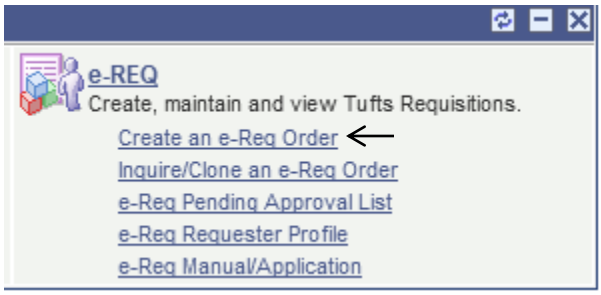
Sign into Oracle PS with this url: **http://go.tufts.edu/finportal**

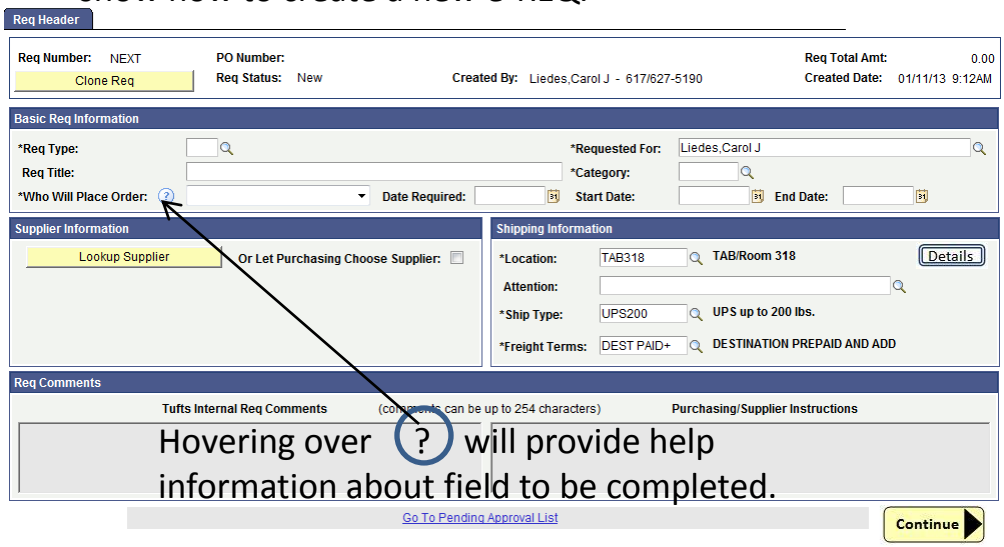
ORACLE
PEOPLESOFT ENTERPRISE
Tufts Username (UTLN): CLIEDE01
Tufts Password:
Sign In
PeopleSoft is now enabled for Simplified Sign-on!
To learn more about Tufts Simplified Sign-on click here
Need access to PeopleSoft Financials?
E-mail Financial Information Systems at peoplesoftfinancials@tufts.edu

Sign into Oracle/Peoplesoft with UTLN and Tufts Password, then click Sign In

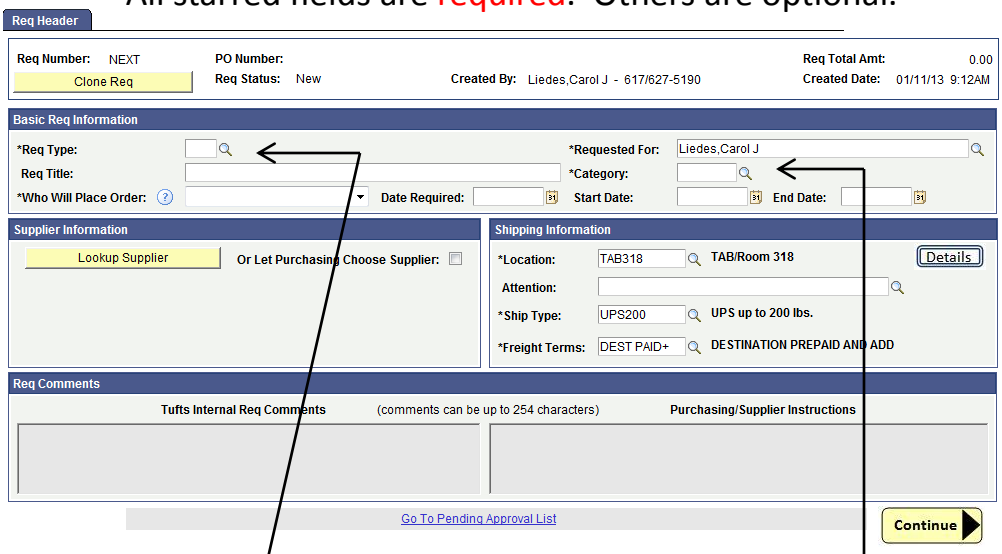
At the Peoplesoft screens will be a section for e-REQ. Specific functions appear which can be selected. This example will use Create an e-REQ.



This is the default screen. The following pages will show how to create a new e-REQ.

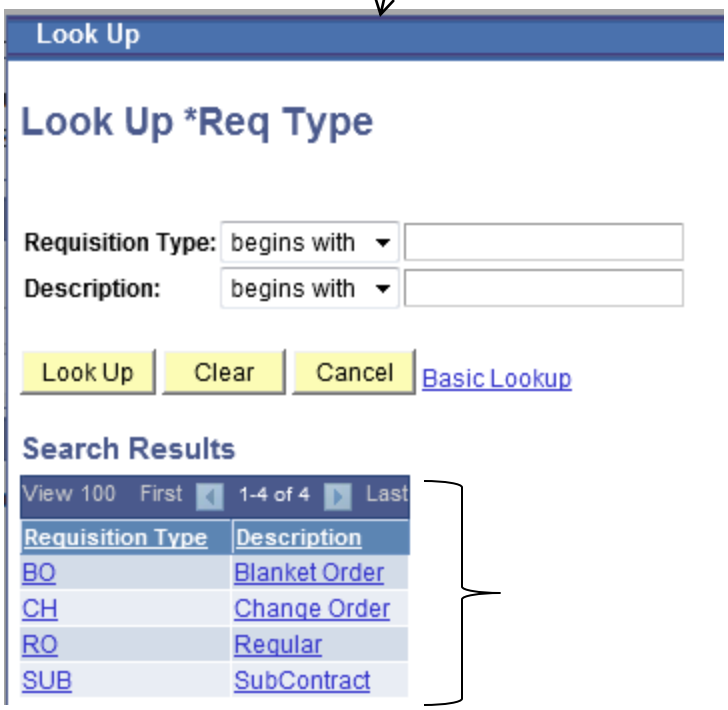


All starred fields are required. Others are optional.

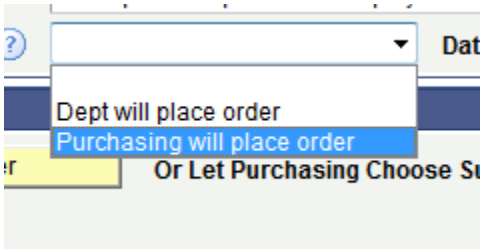


Select the Req Type using magnifying glass. A default req type can be set in the user profile.

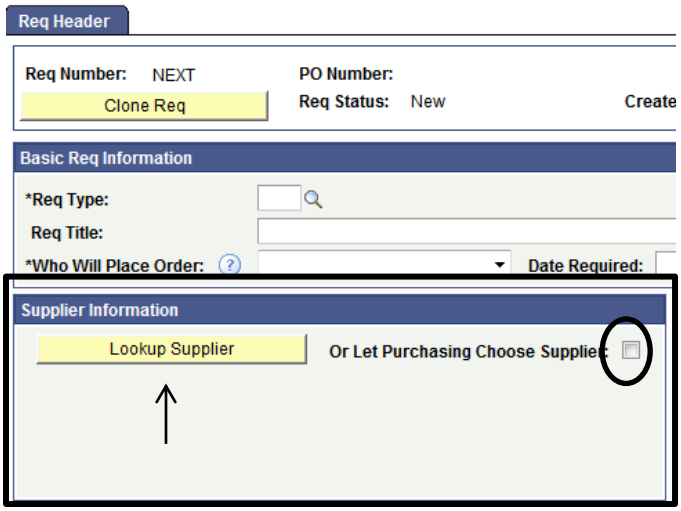
Select Category using the magnifying glass.



NOTE: If from Cummings School always select VET as the category.

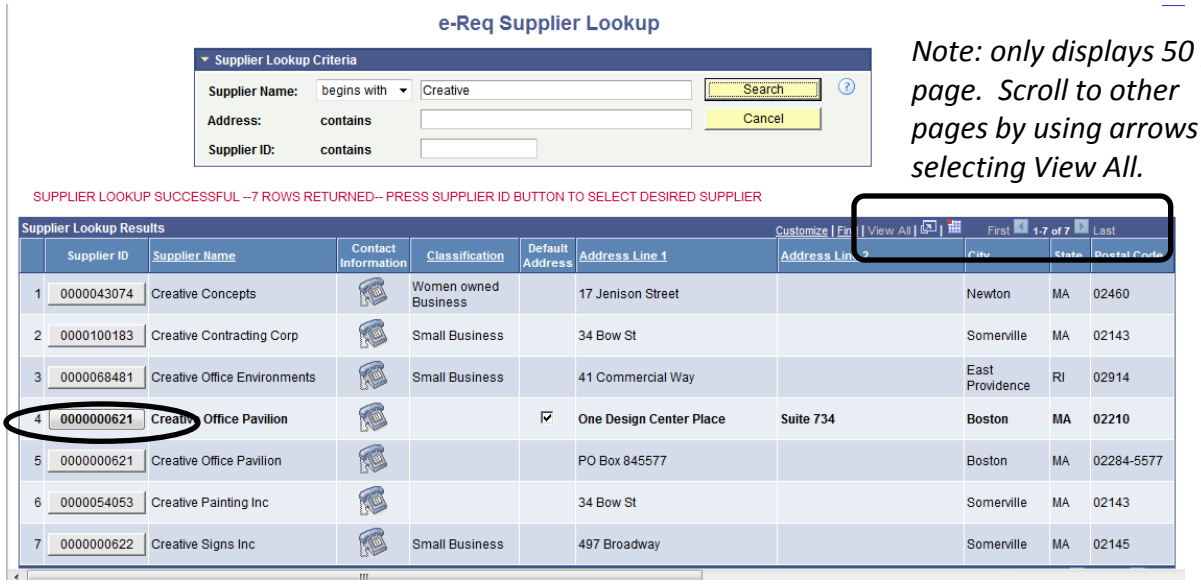


Select who will place the order with the supplier.

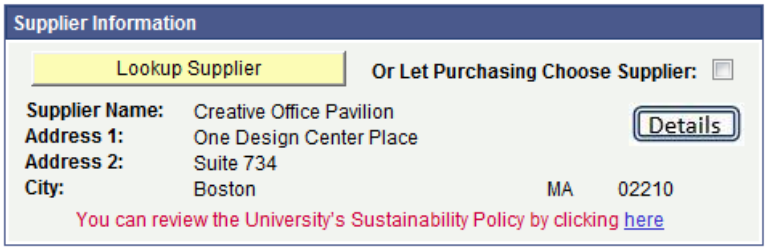


Supplier Information: Check the box to have Purchasing select or click Lookup Supplier

After clicking the Lookup Supplier button, type in search criteria & click Search . Suppliers will display (see below) . Make a selection by clicking on the Supplier ID box.


e-Req Supplier Lookup
Supplier Lookup Criteria
Supplier Name: begins with Creative
Search
Address: contains
Cancel
Supplier ID: contains
SUPPLIER LOOKUP SUCCESSFUL --7 ROWS RETURNED-- PRESS SUPPLIER ID BUTTON TO SELECT DESIRED SUPPLIER
Supplier Lookup Results
Customize | Find | View All | First 1-7 of 7 Last
Supplier ID | Supplier Name | Contact Information | Classification | Default Address | Address Line 1 | Address Line 2 | City | State | Postal Code
1 0000043074 Creative Concepts Women owned Business 17 Jenison Street Newton MA 02460
2 0000100183 Creative Contracting Corp Small Business 34 Bow St Somerville MA 02143
3 0000068481 Creative Office Environments Small Business 41 Commercial Way East Providence RI 02914
4 0000000621 Creative Office Pavilion One Design Center Place Suite 734 Boston MA 02210
5 0000000621 Creative Office Pavilion PO Box 845577 Boston MA 02284-5577
6 0000054053 Creative Painting Inc 34 Bow St Somerville MA 02143
7 0000000622 Creative Signs Inc Small Business 497 Broadway Somerville MA 02145

Note: only displays 50 per page. Scroll to other pages by using arrows or selecting View All.


Supplier Information
Lookup Supplier
Or Let Purchasing Choose Supplier:
Supplier Name: Creative Office Pavilion
Address 1: One Design Center Place
Address 2: Suite 734
City: Boston MA 02210
Details
You can review the University's Sustainability Policy by clicking here

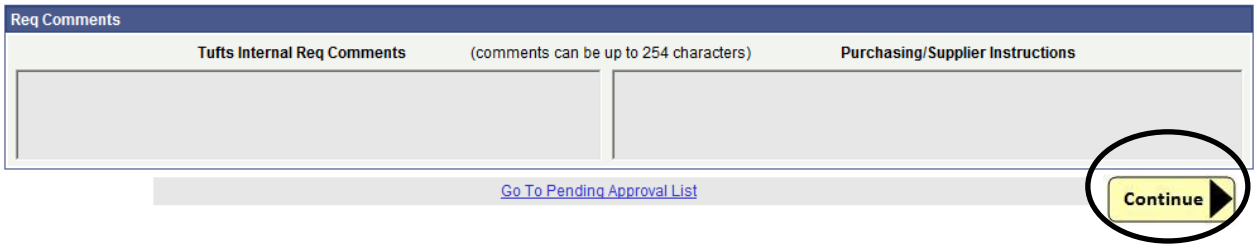
To learn about the Tufts Sustainability Policy, click on the red text.

Once a selection has been made the Supplier Information box is populated.

Details about the Supplier can be viewed by hovering over the Details button.

You may choose a supplier which requires an Independent Contractor Questionnaire to be completed. If so, go to page 14 for assistance.

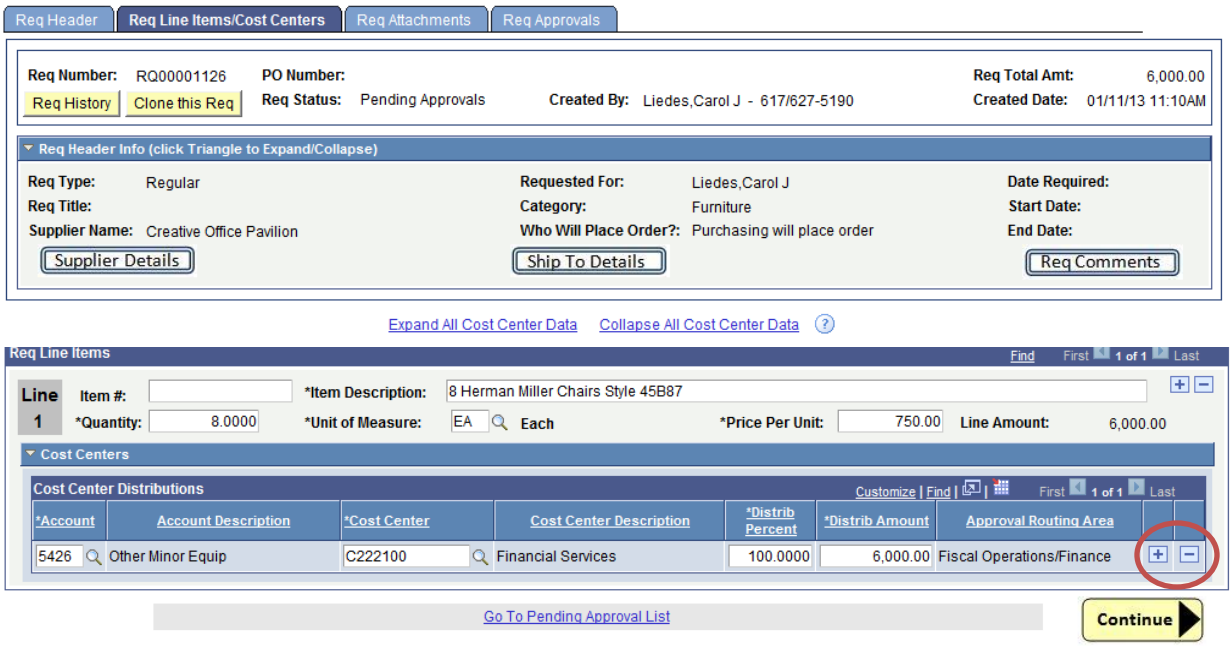
Comment Boxes



Two comment boxes appear at the bottom of the screen. The one on the left is to leave remarks or instructions to other approvers throughout the process. The box on the right is specifically for Purchasing or Supplier Instructions. **These are not required fields.**

Click the yellow Continue button to move to next page.

Req/Line Items Page

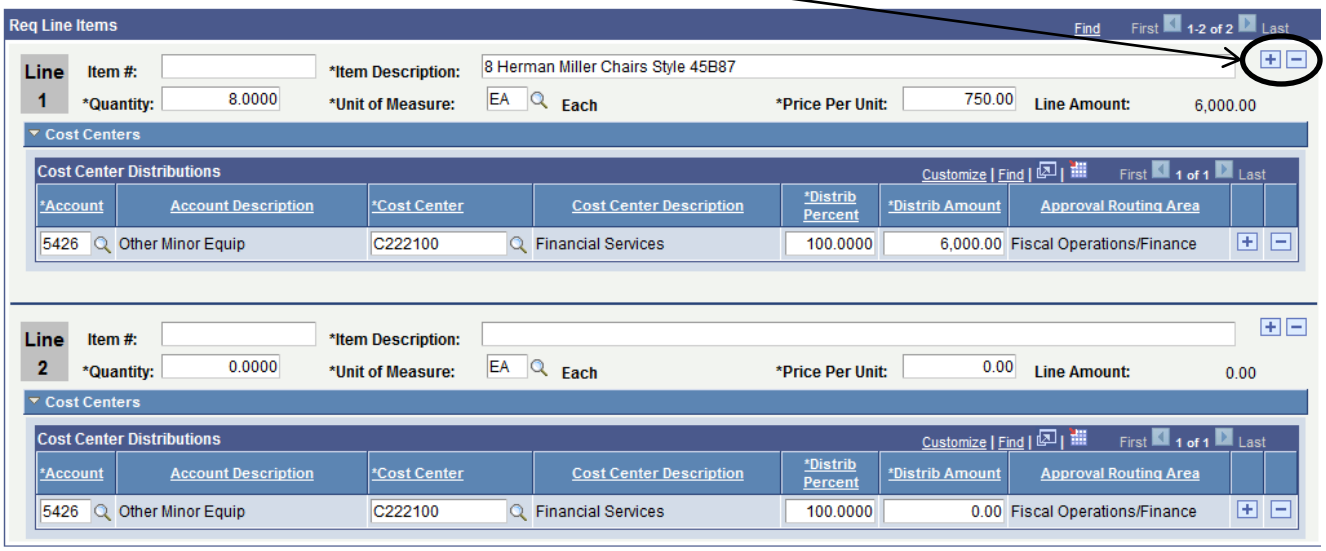


Complete the line item information for your first item. This includes description, quantity, price per unit, account #, and cost center. Complete the cost center distributions including account and cost center.

If you wish to SPLIT the charge of a line item, click the on that particular line (show above circle in red).

Insert the other funding source, then indicate the split percentage OR amount. The system will complete the calculation.

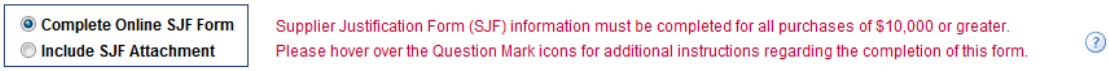
If you have a second line item from the same supplier, click the at the top of the Line Items section.

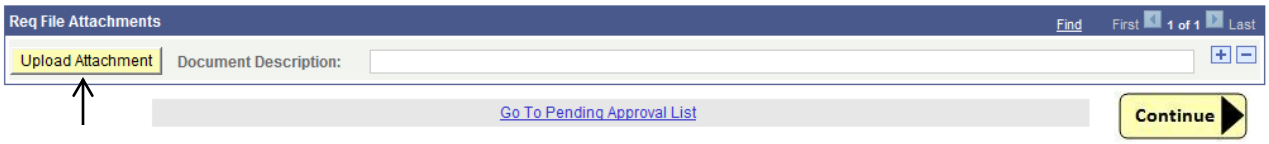

Req Line Items
Find First 1-2 of 2 Last
Line 1
Item #:
*Item Description: 8 Herman Miller Chairs Style 45B87
*Quantity: 8.0000
*Unit of Measure: EA Each
*Price Per Unit: 750.00
Line Amount: 6,000.00
Cost Centers
Cost Center Distributions
Customize | Find | First 1 of 1 Last
*Account | Account Description | *Cost Center | Cost Center Description | *Distrib Percent | *Distrib Amount | Approval Routing Area
5426 Other Minor Equip | C222100 Financial Services | 100.0000 | 6,000.00 | Fiscal Operations/Finance
Line 2
Item #:
*Item Description:
*Quantity: 0.0000
*Unit of Measure: EA Each
*Price Per Unit: 0.00
Line Amount: 0.00
Cost Centers
Cost Center Distributions
Customize | Find | First 1 of 1 Last
*Account | Account Description | *Cost Center | Cost Center Description | *Distrib Percent | *Distrib Amount | Approval Routing Area
5426 Other Minor Equip | C222100 Financial Services | 100.0000 | 0.00 | Fiscal Operations/Finance
Continue

Then line 2 and subsequent lines, if needed, can be completed. When finished, click Continue.

Supplier Justification and Attaching Documents

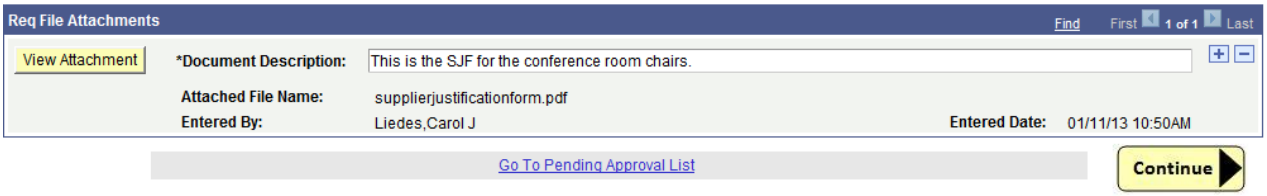
If the order is equal to or exceeds $10,000, a Supplier Justification Form appears on the screen. The user can attach a document or complete the online version on the screen. Indicate which option.


Complete Online SJF Form
Include SJF Attachment
Supplier Justification Form (SJF) information must be completed for all purchases of $10,000 or greater.
Please hover over the Question Mark icons for additional instructions regarding the completion of this form.



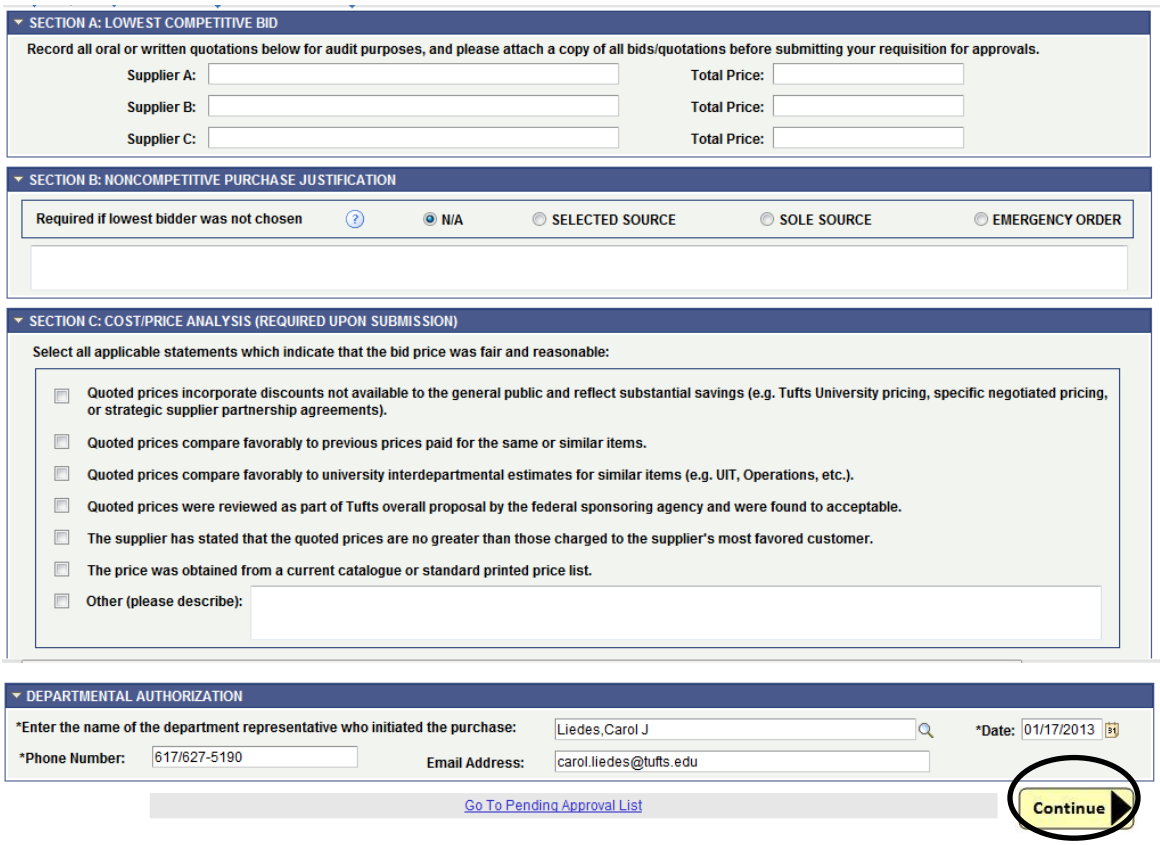
Click Upload Attachment to find your file. *If the order does not include/require one (if less than $10k), then simply bypass this screen by clicking Continue.*

After clicking Upload, browse for your attachment, select it, then click Upload.

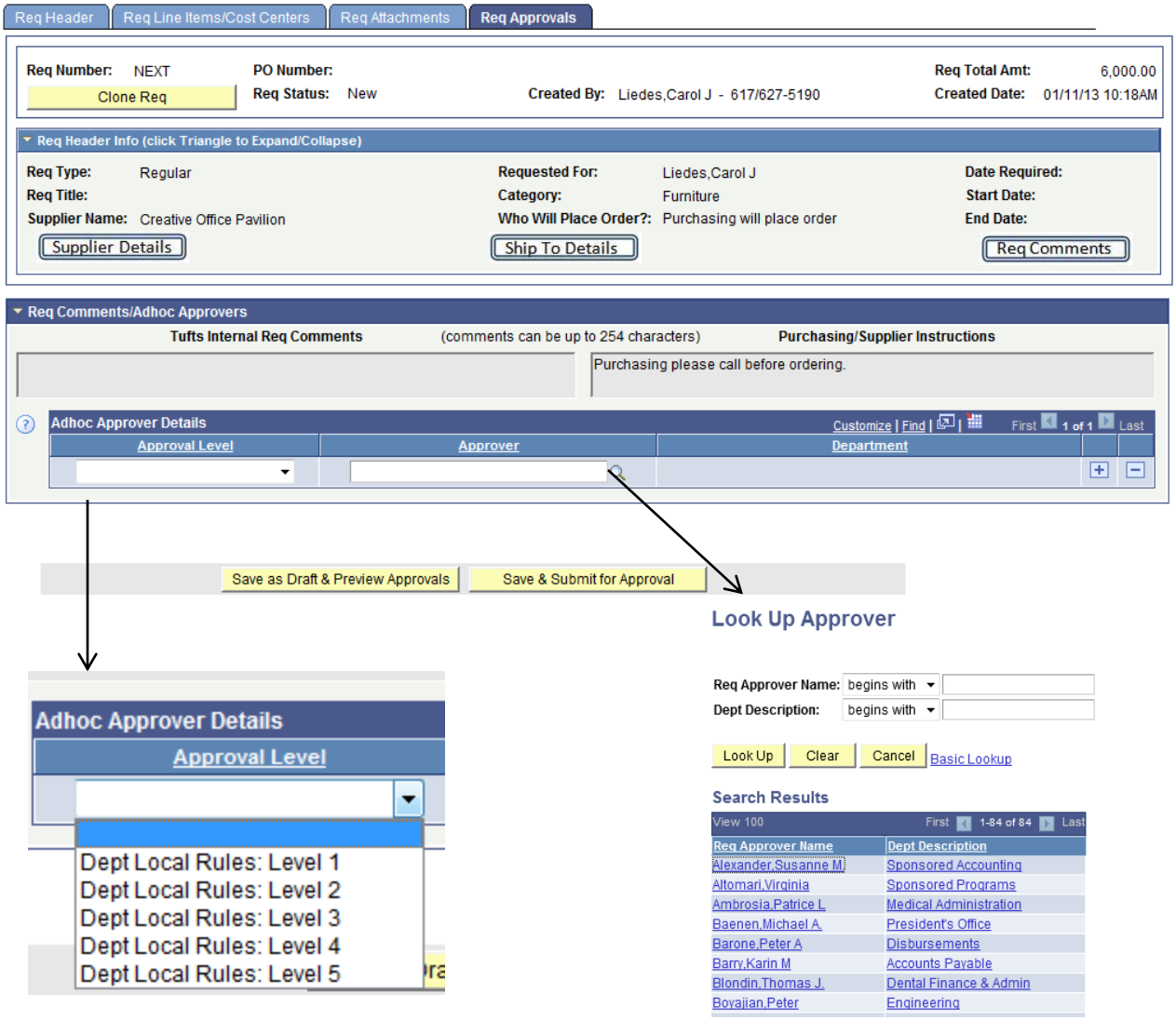


Screen will now appear with file name. If an attachment is added a document description. Click Continue unless another document needs to be uploaded. If so, click on the to add another line.

If not attaching a separate SJF document, complete the online version:


SECTION A: LOWEST COMPETITIVE BID
Record all oral or written quotations below for audit purposes, and please attach a copy of all bids/quotations before submitting your requisition for approvals.
Supplier A:
Total Price:
Supplier B:
Total Price:
Supplier C:
Total Price:
SECTION B: NONCOMPETITIVE PURCHASE JUSTIFICATION
Required if lowest bidder was not chosen
N/A
SELECTED SOURCE
SOLE SOURCE
EMERGENCY ORDER
SECTION C: COST/PRICE ANALYSIS (REQUIRED UPON SUBMISSION)
Select all applicable statements which indicate that the bid price was fair and reasonable:
Quoted prices incorporate discounts not available to the general public and reflect substantial savings (e.g. Tufts University pricing, specific negotiated pricing, or strategic supplier partnership agreements).
Quoted prices compare favorably to previous prices paid for the same or similar items.
Quoted prices compare favorably to university interdepartmental estimates for similar items (e.g. UIT, Operations, etc.).
Quoted prices were reviewed as part of Tufts overall proposal by the federal sponsoring agency and were found to acceptable.
The supplier has stated that the quoted prices are no greater than those charged to the supplier's most favored customer.
The price was obtained from a current catalogue or standard printed price list.
Other (please describe):
DEPARTMENTAL AUTHORIZATION
*Enter the name of the department representative who initiated the purchase:
Liedes,Carol J
*Date:
01/17/2013
*Phone Number:
617/627-5190
Email Address:
carol.liedes@tufts.edu
Go To Pending Approval List
Continue

Req Approvals

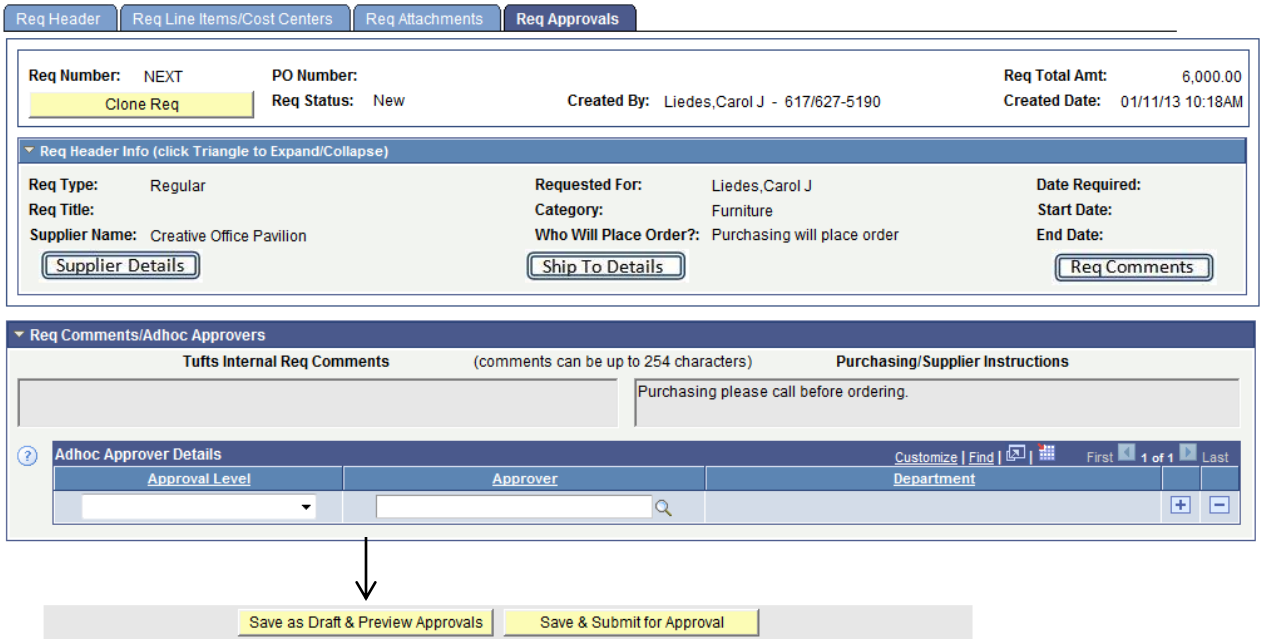


This screen is for those departments whose practice is to include Ad hoc Approvers. The Approval Level field is for sequencing. Therefore, if a particular individual needs to approve first, they are Level 1, then if another was needed after the first, insert a line for a Level 2 individual. If set up in a users profile, the Ad hoc approver(s) will automatically appear on the approval screen.

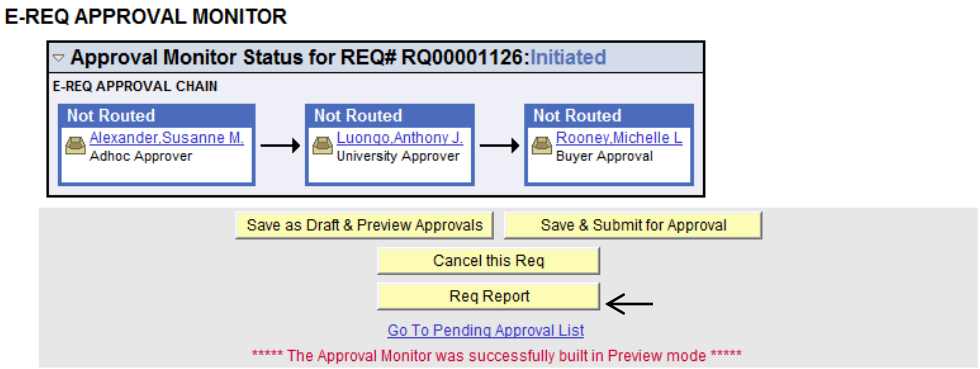
Look up an Approver's name by clicking the magnifying glass. Type in some search criteria, click Look Up, and select the individual.

If your department does not traditionally use the Ad hoc Approver feature, you can simply skip this step. Remember that the school Fiscal Officer receives EREQs for approval once the order exceeds $5,000 as well as Sponsored Programs Accounting for orders against a grant.

Req Approvals



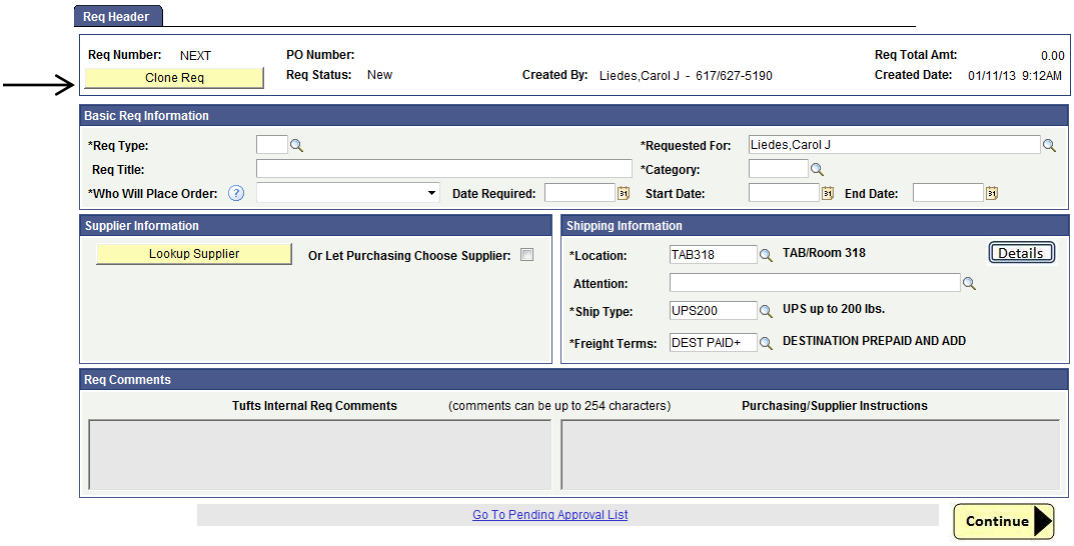
Click Save as Draft & Preview Approvals. This will provide the user with the opportunity to do a final assessment before submitting.



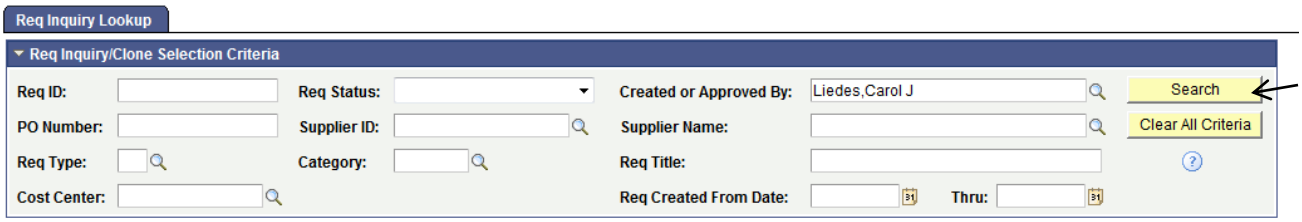
If correct, click Save & Submit for Approval. The red text message will change to read: ****** The Req was successfully submitted into the Approval Chain *****

To print a Req, click on the Req Report button.

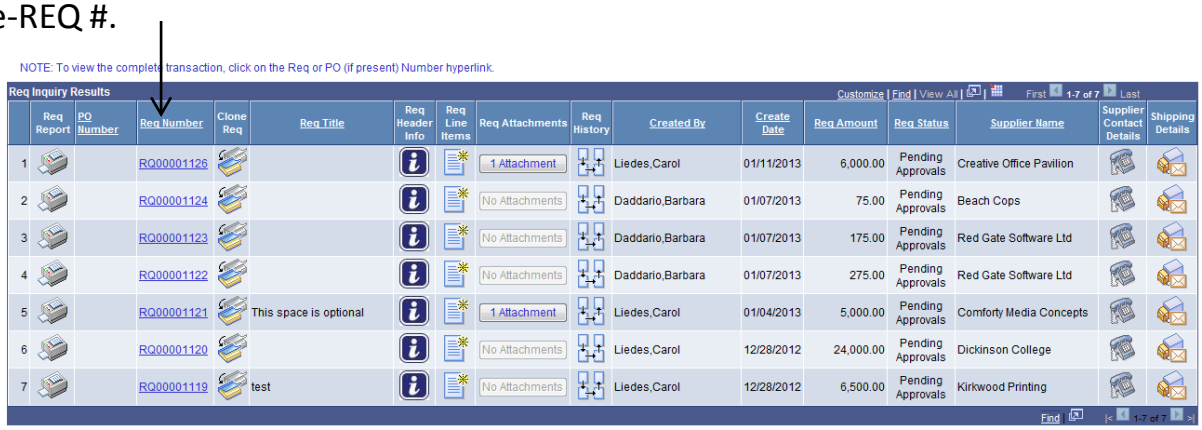
Creating a New e-REQ using the Clone Feature



Should a user wish to prepare a new requisition that is identical or extremely similar to a previous e-req completed, the Clone Req feature can be used. Click on the yellow Clone Req button.



Complete any of the inquiry fields to find the previous e-req to be cloned. For example, type in the supplier name, the PO Number, or Req ID from a previous submission. Click Search. A list will appear. Select which to clone by clicking the e-REQ #.

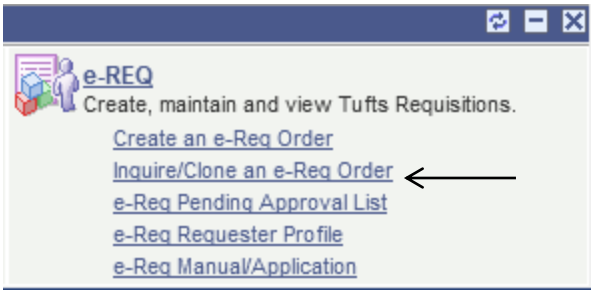

NOTE: To view the complete transaction, click on the Req or PO (if present) Number hyperlink.
Req Inquiry Results
Customize | Find | View All | First 1-7 of 7 Last

	Req Report	PO Number	Req Number	Clone Req	Req Title	Req Header Info	Req Line Items	Req Attachments	Req History	Created By	Create Date	Req Amount	Req Status	Supplier Name	Supplier Contact Details	Shipping Details
1			RQ00001126					1 Attachment		Liedes,Carol	01/11/2013	6,000.00	Pending Approvals	Creative Office Pavilion		
2			RQ00001124					No Attachments		Daddario,Barbara	01/07/2013	75.00	Pending Approvals	Beach Cops		
3			RQ00001123					No Attachments		Daddario,Barbara	01/07/2013	175.00	Pending Approvals	Red Gate Software Ltd		
4			RQ00001122					No Attachments		Daddario,Barbara	01/07/2013	275.00	Pending Approvals	Red Gate Software Ltd		
5			RQ00001121		This space is optional			1 Attachment		Liedes,Carol	01/04/2013	5,000.00	Pending Approvals	Comforty Media Concepts		
6			RQ00001120					No Attachments		Liedes,Carol	12/28/2012	24,000.00	Pending Approvals	Dickinson College		
7			RQ00001119		test			No Attachments		Liedes,Carol	12/28/2012	6,500.00	Pending Approvals	Kirkwood Printing		

Find | 1-7 of 7

Once selected, the old e-REQ will appear for you to review and confirm that this is the correct one to be cloned. If it is, click Clone this Req.

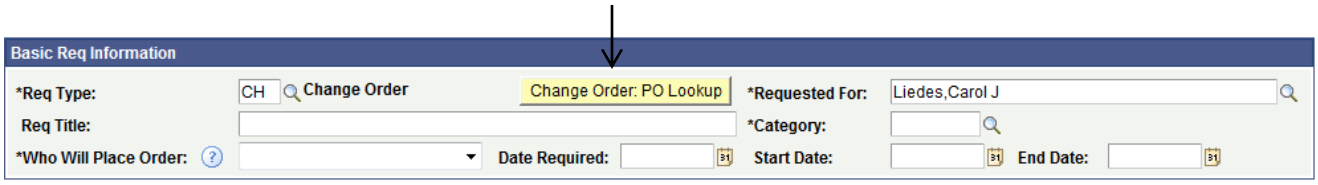
The new e-REQ will appear, beginning with the first page. At the bottom of the page it will read as shown above. Continue with the e-REQ, making any adjustments to the order, then continue the process as on the previous pages. Item costs will need to be entered on cloned requisitions. Attachments from requisitions being cloned **WILL NOT BE INCLUDED** on the new requisition.



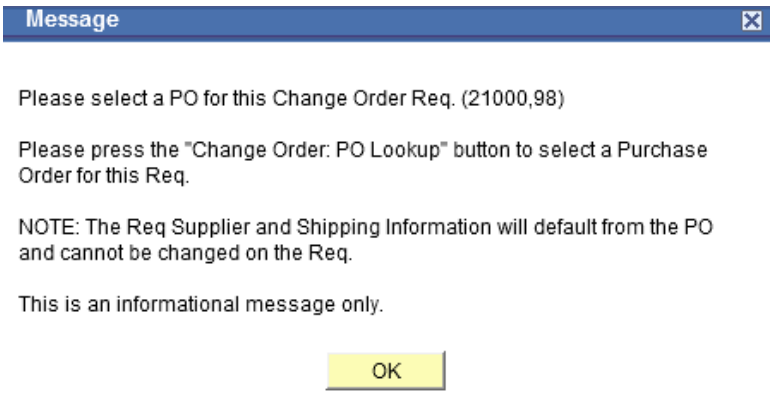
Please note: Cloning an e-REQ can be done from the PeopleSoft home page, by clicking on the second e-REQ link.

It is also from this function that one can inquire about the status of any e-Req submitted.

Creating a Change Order Requisition

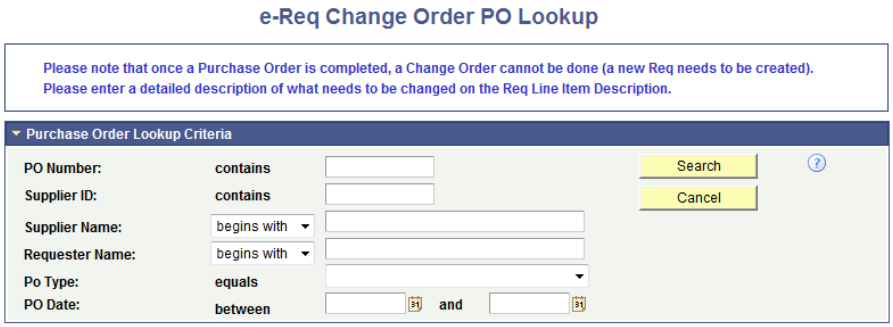


To create a Change to an existing Purchase Order, a Change Order requisition is needed. Select CH (Change Order) for the Req Type. An informational message will appear:


Message
Please select a PO for this Change Order Req. (21000,98)
Please press the "Change Order: PO Lookup" button to select a Purchase Order for this Req.
NOTE: The Req Supplier and Shipping Information will default from the PO and cannot be changed on the Req.
This is an informational message only.
OK

Click OK. A Change Order: PO Lookup button appears (see above). Click on that button to identify the PO neededing modification.

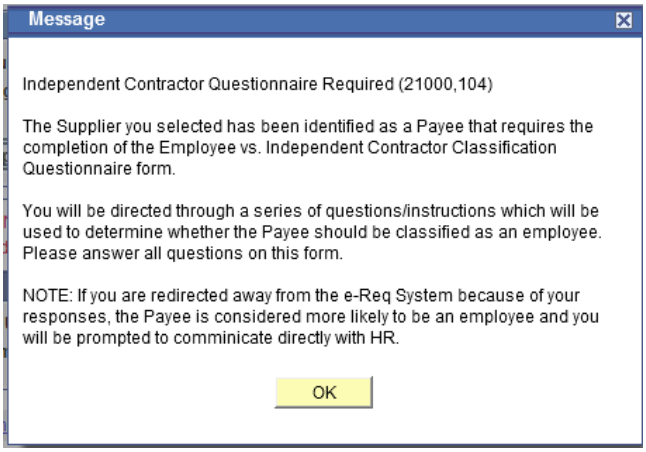
Identify some search criteria and click Search. Then select the appropriate PO to be "Changed."



Once selected, you are returned to the Req Header screen in order for the requisition to be completed.

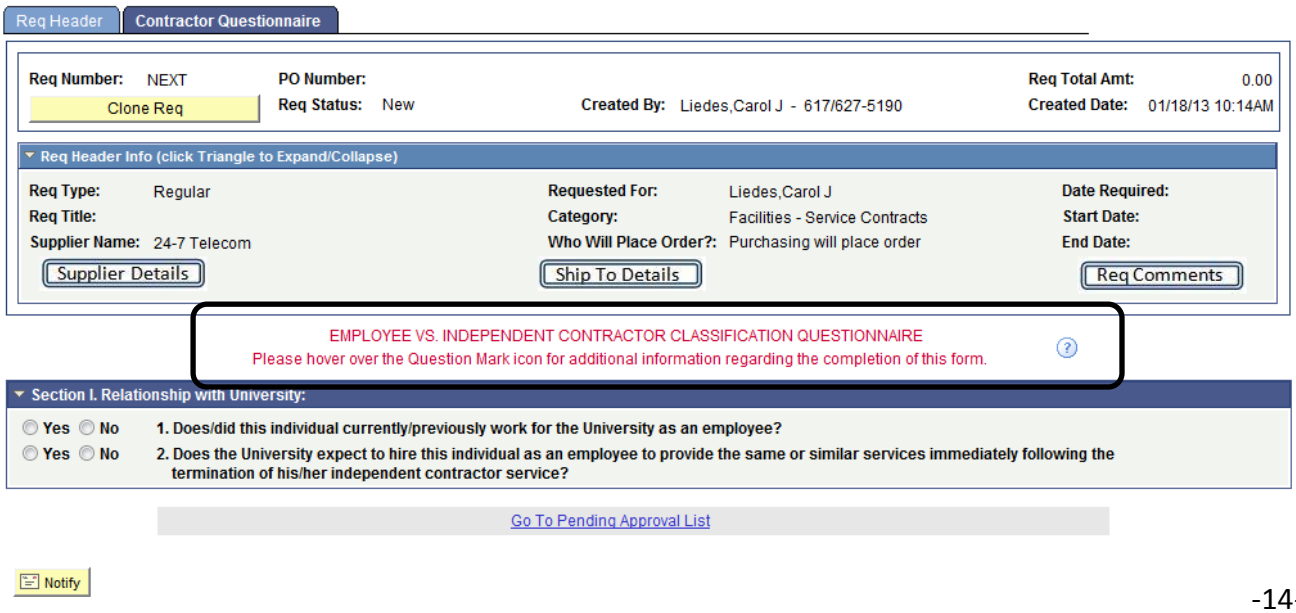
Using the Independent Contractor Questionnaire

You may choose a supplier which requires an Independent Contractor Questionnaire be completed before an E-REQ can be completed. The E-REQ system is programmed to produce this message when such a supplier is chosen. →

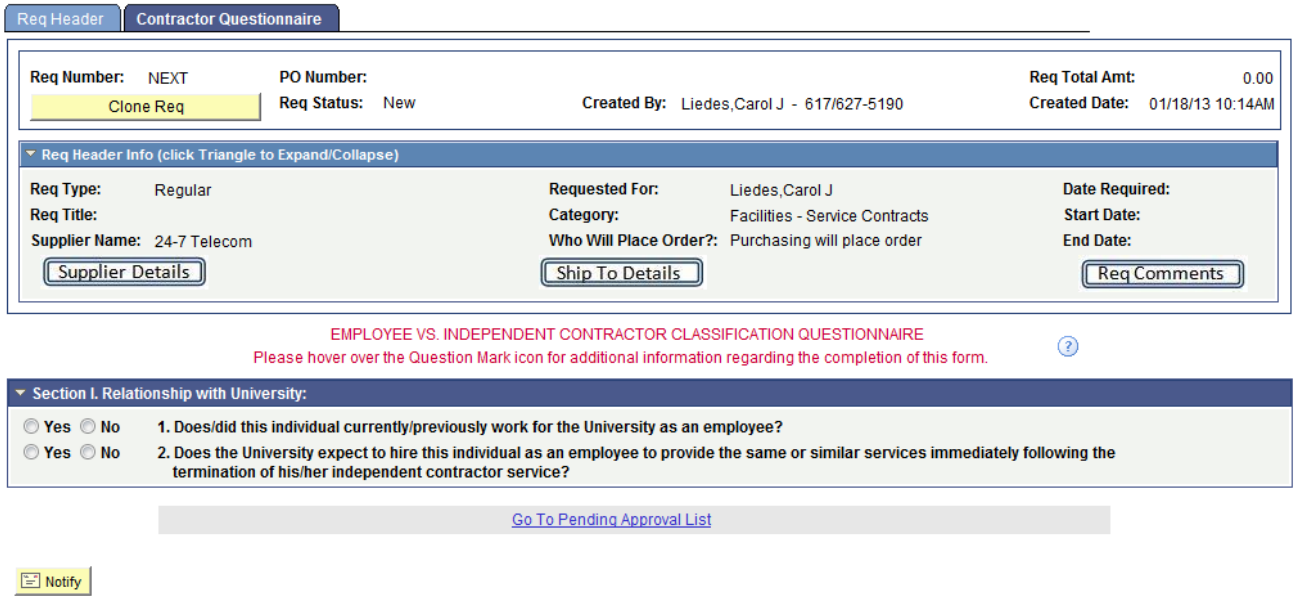

Message
Independent Contractor Questionnaire Required (21000,104)
The Supplier you selected has been identified as a Payee that requires the completion of the Employee vs. Independent Contractor Classification Questionnaire form.
You will be directed through a series of questions/instructions which will be used to determine whether the Payee should be classified as an employee. Please answer all questions on this form.
NOTE: If you are redirected away from the e-Req System because of your responses, the Payee is considered more likely to be an employee and you will be prompted to comminicate directly with HR.
OK

Why may this message occur?

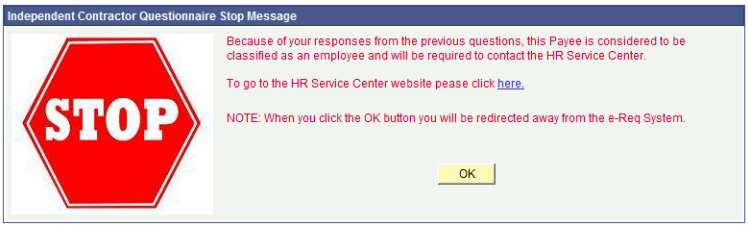
As an employer, Tufts University is designated as an IRS Withholding Agent and is responsible for properly classifying workers and withholding any/all required taxes: an IRS requirement. Failure on our part to properly classify individuals could subject the university to significant IRS penalties, fines and/or interest. As such, in order to process a complete E-REQ, requesters are required to answer a few questions regarding the nature of the proposed services. In certain cases, your responses will not allow you to continue in the E-REQ process, as your answers indicate the individual must be paid as an employee rather than an independent contractor. In such cases, you will be instructed to contact Human Resources for assistance in processing the necessary paperwork.


Req Header
Contractor Questionnaire
Req Number: NEXT
Clone Req
PO Number:
Req Status: New
Created By: Liedes,Carol J - 617/627-5190
Req Total Amt: 0.00
Created Date: 01/18/13 10:14AM
Req Header Info (click Triangle to Expand/Collapse)
Req Type: Regular
Req Title:
Supplier Name: 24-7 Telecom
Supplier Details
Requested For: Liedes,Carol J
Category: Facilities - Service Contracts
Who Will Place Order?: Purchasing will place order
Ship To Details
Date Required:
Start Date:
End Date:
Req Comments
EMPLOYEE VS. INDEPENDENT CONTRACTOR CLASSIFICATION QUESTIONNAIRE
Please hover over the Question Mark icon for additional information regarding the completion of this form.
Section I. Relationship with University:
Yes No 1. Does/did this individual currently/previously work for the University as an employee?
Yes No 2. Does the University expect to hire this individual as an employee to provide the same or similar services immediately following the termination of his/her independent contractor service?
Go To Pending Approval List
Notify

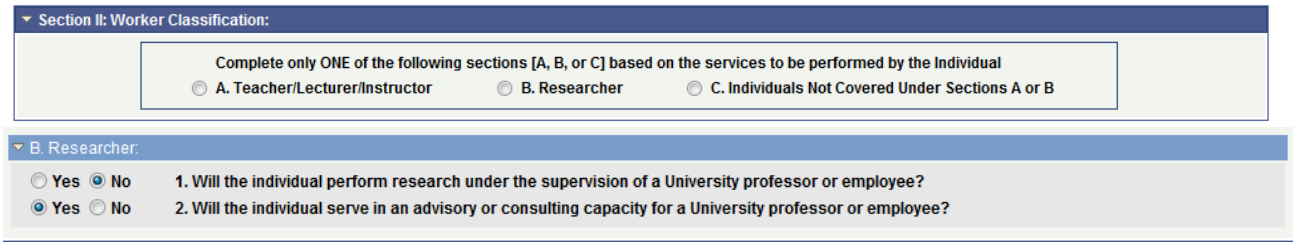
Using the Independent Contractor Questionnaire


Req Header
Contractor Questionnaire
Req Number: NEXT
Clone Req
PO Number:
Req Status: New
Created By: Liedes,Carol J - 617/627-5190
Req Total Amt: 0.00
Created Date: 01/18/13 10:14AM
Req Header Info (click Triangle to Expand/Collapse)
Req Type: Regular
Req Title:
Supplier Name: 24-7 Telecom
Supplier Details
Requested For: Liedes,Carol J
Category: Facilities - Service Contracts
Who Will Place Order?: Purchasing will place order
Ship To Details
Date Required:
Start Date:
End Date:
Req Comments
EMPLOYEE VS. INDEPENDENT CONTRACTOR CLASSIFICATION QUESTIONNAIRE
Please hover over the Question Mark icon for additional information regarding the completion of this form.
Section I. Relationship with University:
Yes No 1. Does/did this individual currently/previously work for the University as an employee?
Yes No 2. Does the University expect to hire this individual as an employee to provide the same or similar services immediately following the termination of his/her independent contractor service?
Go To Pending Approval List
Notify

Complete the questionnaire. If you make a selection that warrants the supplier to be hired as an employee versus an independent contractor, this message will appear:

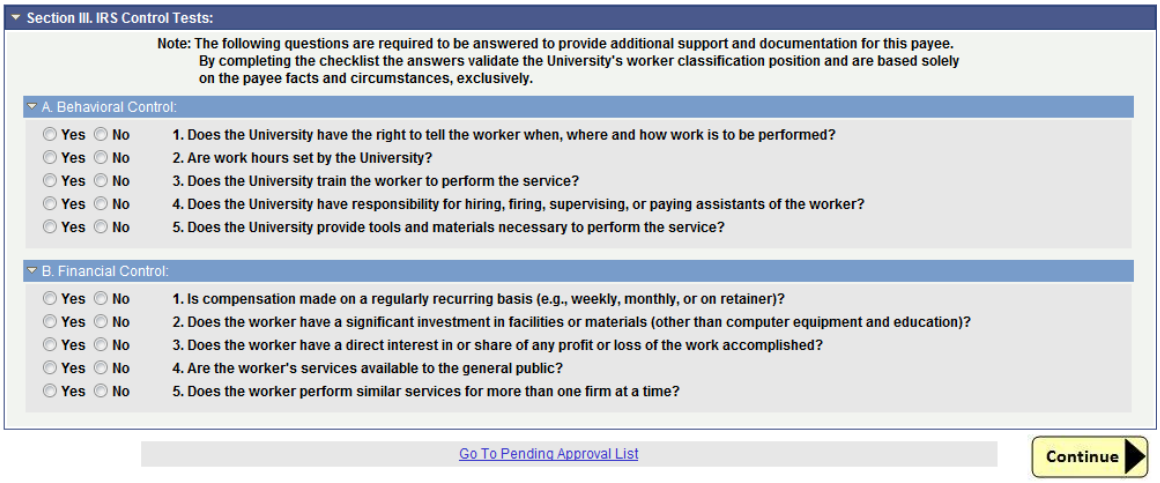

Independent Contractor Questionnaire Stop Message
STOP
Because of your responses from the previous questions, this Payee is considered to be classified as an employee and will be required to contact the HR Service Center.
To go to the HR Service Center website pease click here.
NOTE: When you click the OK button you will be redirected away from the e-Req System.
OK

If the STOP message does not appear based on your responses, more questions will appear. Complete the questionnaire. As an example:


Section II: Worker Classification:
Complete only ONE of the following sections [A, B, or C] based on the services to be performed by the Individual
A. Teacher/Lecturer/Instructor
B. Researcher
C. Individuals Not Covered Under Sections A or B
B. Researcher:
Yes No 1. Will the individual perform research under the supervision of a University professor or employee?
Yes No 2. Will the individual serve in an advisory or consulting capacity for a University professor or employee?

For future reference, if you are unsure of the proper relationship, the questionnaire is available on page 24 of this document and can be completed separately via a paper copy and submitted for review prior to entering the E-REQ system. Contact Peter.Barone@tufts.edu for assistance.

In addition, a set of questions called the IRS control test may appear. Answer all questions to confirm that this supplier is an Independent Contractor. When finished, click Continue.


Section III. IRS Control Tests:
Note: The following questions are required to be answered to provide additional support and documentation for this payee. By completing the checklist the answers validate the University's worker classification position and are based solely on the payee facts and circumstances, exclusively.
A. Behavioral Control:
Yes No 1. Does the University have the right to tell the worker when, where and how work is to be performed?
Yes No 2. Are work hours set by the University?
Yes No 3. Does the University train the worker to perform the service?
Yes No 4. Does the University have responsibility for hiring, firing, supervising, or paying assistants of the worker?
Yes No 5. Does the University provide tools and materials necessary to perform the service?
B. Financial Control:
Yes No 1. Is compensation made on a regularly recurring basis (e.g., weekly, monthly, or on retainer)?
Yes No 2. Does the worker have a significant investment in facilities or materials (other than computer equipment and education)?
Yes No 3. Does the worker have a direct interest in or share of any profit or loss of the work accomplished?
Yes No 4. Are the worker's services available to the general public?
Yes No 5. Does the worker perform similar services for more than one firm at a time?
Go To Pending Approval List
Continue

If as the preparer of the requisition you don't know the answer to these types of questions, it is recommended that you print page 24 of this manual, have it completed by the appropriate individual most familiar with the activity, and then resume the E-REQ process.

To Approve an e-REQ

The approver of an e-REQ will receive an email notification that an order is awaiting their review and approval. The email will appear as:

Reminder - Requisition RQ00001123 requires your Approval

ereq@elist.tufts.edu

Sent: Wed 1/9/2013 6:31 PM

To: Daddario, Barbara; Liedes, Carol J.

Requisition RQ00001123 is awaiting your approval (NOTE: the Requisition Creator is included in this email for informational purposes).

To approve or view the Requisition, click here:
https://fargo.uit.tufts.edu:11030/psp/FMYEND/EMPLOYEE/ERP/c/TFTF_REQ.TFTF_REQ_CREATE.GBL?Page=TFTF_REQ_APPROVAL&Action=U&BUSINESS_UNIT=TUFTS&REQ_ID=RQ00001123

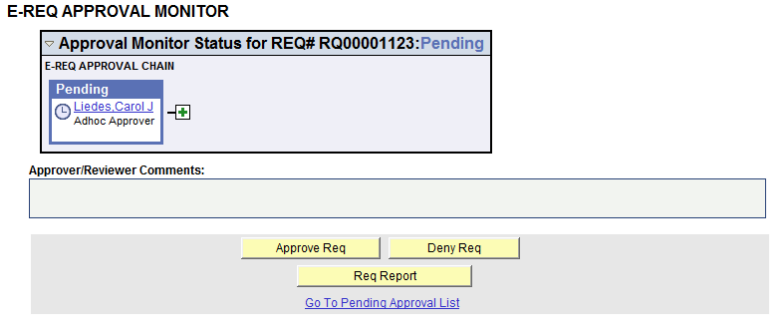
ORDER SUMMARY

Requester: Daddario,Barbara
Requisition Number: RQ00001123
Supplier Name: Red Gate Software Ltd
Requisition Title:
Order Total: 175.00 USD

Internal Comments:

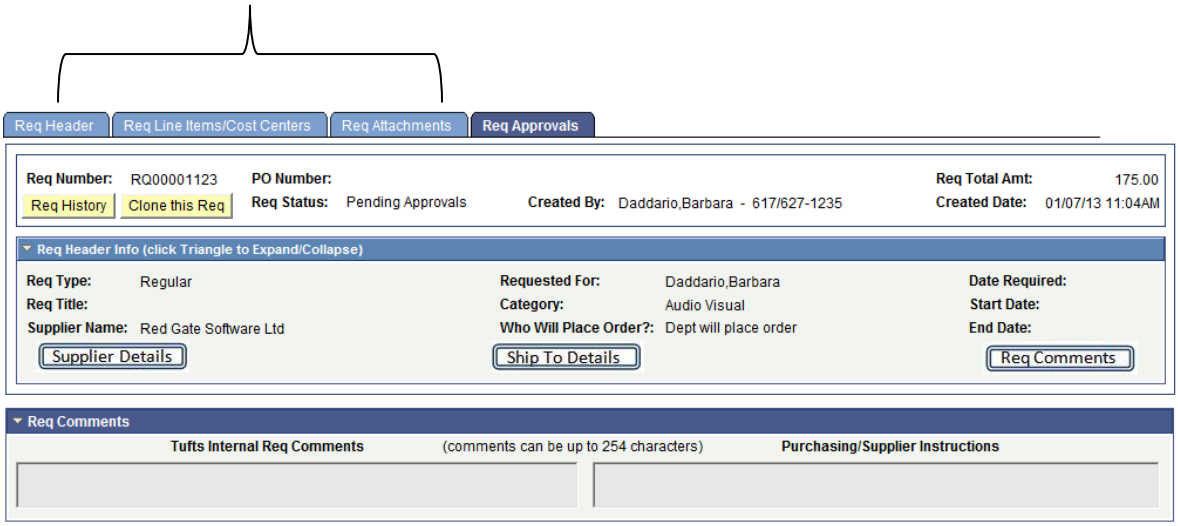
Purchasing/Supplier Comments:

The approver should click on the link within the body of the email. It will take them directly to the order once the sign-in process is complete, specifically to the Approval page, with the routing and approval functions at the bottom.



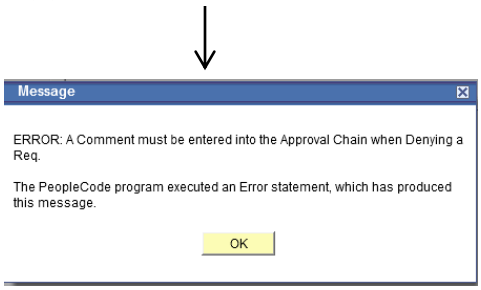
To Approve an e-REQ

The approver can click through the tabs at the top of the page to read details about the order:

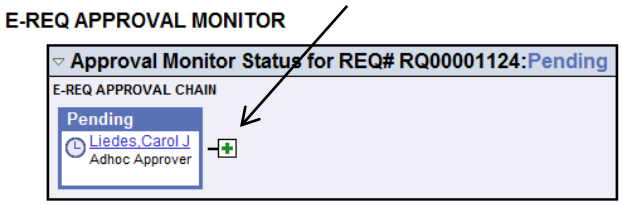


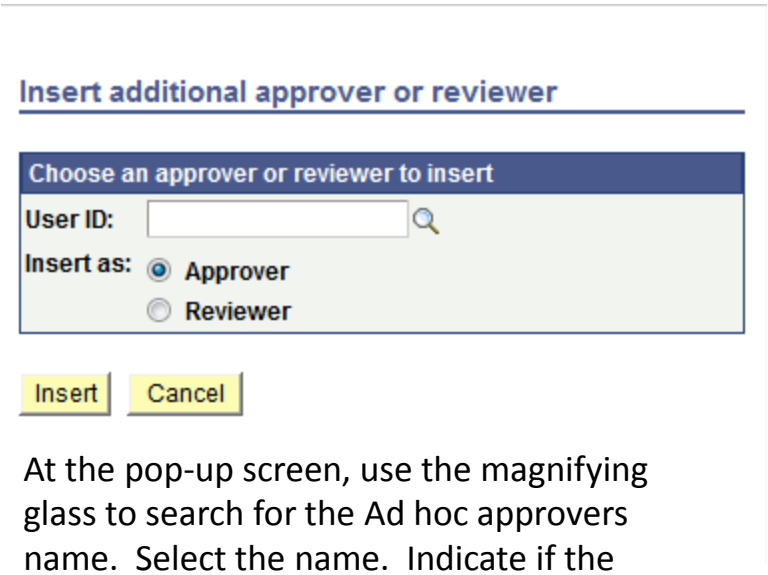
The approver can click Approve Req or Deny Req button on any of the pages. However, to view the Approval chain, the user must be on the Req Approvals page.

If the user clicks Deny, the approver must put a reason in the comment box which is located on the Req Approvals page only. If they do not, this error message will appear as a reminder:

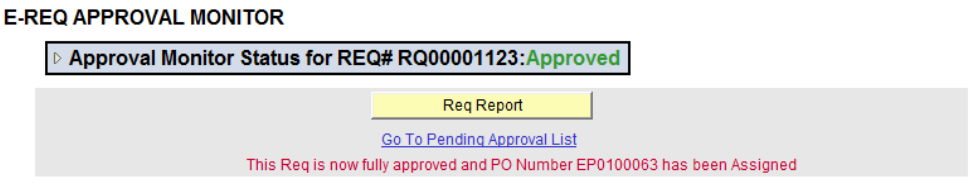

Message
ERROR: A Comment must be entered into the Approval Chain when Denying a Req.
The PeopleCode program executed an Error statement, which has produced this message.
OK

If an approver needs to add another approver, they can do so on the Req Approvals screen. Click the .





At the pop-up screen, use the magnifying glass to search for the Ad hoc approvers name. Select the name. Indicate if the individual should be inserted as an Approver or Reviewer. An Approver needs to go into E-REQ and approve. If someone is designated as a Reviewer, it is an "FYI".

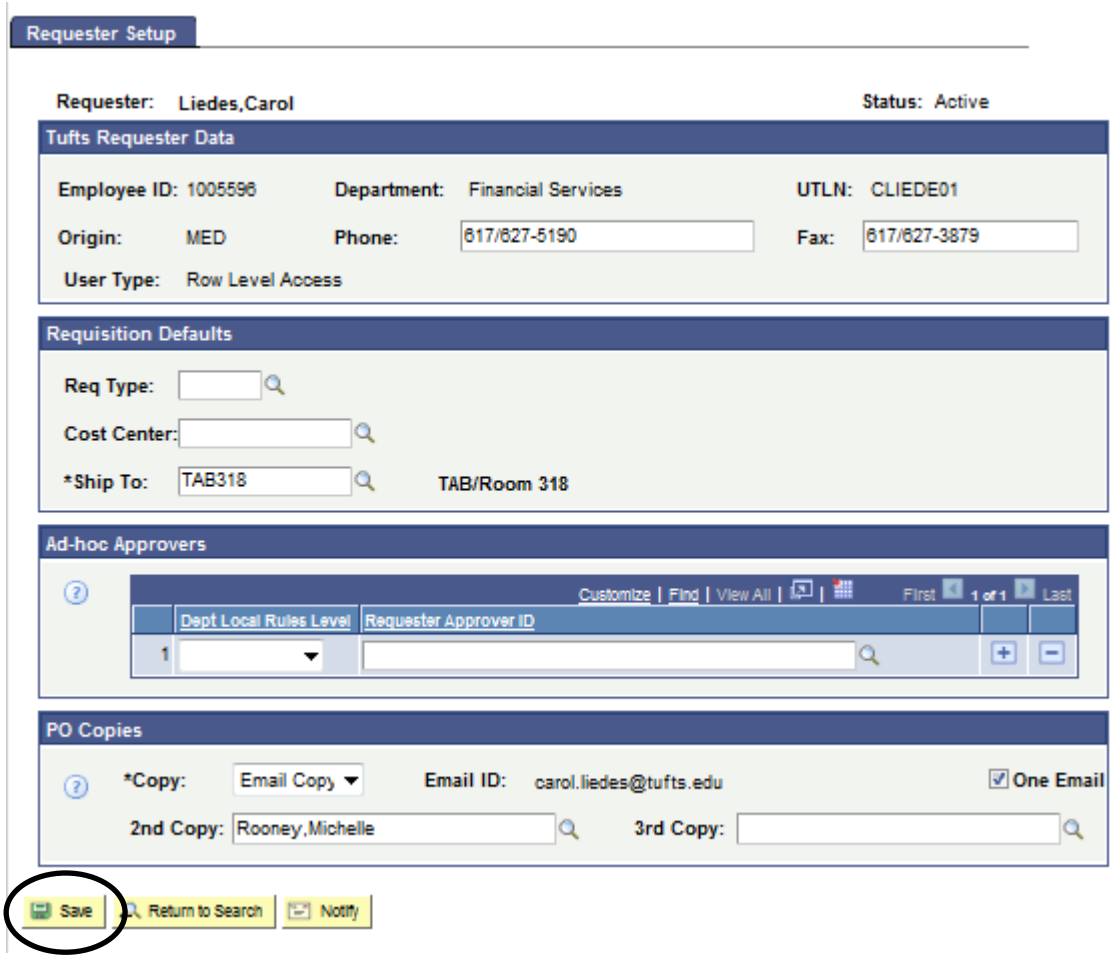

E-REQ APPROVAL MONITOR
Approval Monitor Status for REQ# RQ00001123:Approved
Req Report
Go To Pending Approval List
This Req is now fully approved and PO Number EP0100063 has been Assigned

Once an E-Req is approved, this message will appear.

An approver can also approve from the PeopleSoft home screen rather than linking through an email. This may be a better approach for individuals who have many requisitions to approve. From the home page, click Approval list and select which to approve.

e-REQ Profile

A user's e-REQ profile can be modified by clicking on the e-REQ Requester Profile link. Doing so takes the user to the following page.

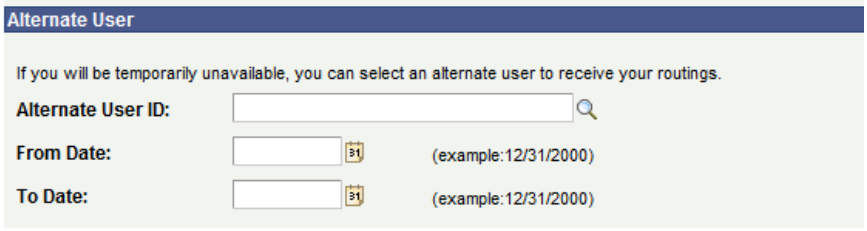


At this page, an e-REQ user can set their own defaults that they wish to see when logging into the e-REQ system. The Req Type, Cost Center and Ad-Hoc Approvers can be pre-set, as well as who should receive copies of the Purchase Order when it is created from the requisition. After setting fields, remember to click SAVE!

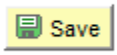
Setting an Approver Proxy

Should the occasion arise when an approver will be unavailable due to vacation, leave, etc., the approver can proxy another to approve on their behalf. The process is an online one, that begins at the PeopleSoft screen upon logging in. Click on My System Profile.

At the next screen, in the Alternative User section, identify who should be your proxy (use magnifying glass to search), and then indicate the from and to dates of that action.



Click Save at the bottom of the page when finished.



e-REQ Tips to Remember

- To access E-REQ off campus, you must use the Tufts VPN. For instructions, visit http://go.tufts.edu/finportal.
- To modify an e-REQ security profile, contact Susan Gibson with the specific add/delete of deptid, grant or project.
- Most current browsers can be used when using e-REQ in PeopleSoft. Pop-up windows must be enabled for this site.
- E-REQs will be automatically routed to Fiscal Officers and other university required approvers when the requisition equals or exceeds $5,000.
- Need to print an e-REQ? Click on Req Report on the Approvals tab.
- CHANGE ORDERS: If the e-REQ type is Change Order, the system will prompt you to look up and select the original PO# (see change order section of this document).
- If BLANKET ORDER or SUBCONTRACT is selected as the e-REQ type, the fields of Start Date and End Date are required.
- If the e-REQ type is SUBCONTRACT, and if the total is greater than $25,000, be sure to split the charge the proper accounts due to indirect costs not being charged on the amount that exceeds $25K. For example, if a subcontract total is $50,000, line 1 should be coded to 5151 for $25k and line 2 should be coded to 5158 for $25k. It is also essential that the e-REQ originator attach a copy of the signed subcontract agreement from the Office of Research Administration

e-REQ Tips to Remember

- If BLANKET ORDER or SUBCONTRACT is selected as the e-REQ type, the fields of Start Date and End Date are required.

- If the e-REQ type is SUBCONTRACT, and if the total is greater than $25,000, be sure to split the charge the proper accounts due to indirect costs not being charged on the amount that exceeds $25K. For example, if a subcontract total is $50,000, line 1 should be coded to 5151 for $25k and line 2 should be coded to 5158 for $25k. It is also essential that the e-REQ originator attach a copy of the signed subcontract agreement from the Office of Research Administration

QUESTIONNAIRE

NOTE: This checklist must be completed prior to engaging Independent Contractor services and executing a contract.

Section I. Relationship with University:

□Yes □No 1. Does/did this individual currently/previously work for the University as an employee?

□Yes □No 2. Does the University expect to hire this individual as an employee to provide the same or similar services immediately following the termination of his/her independent contractor service?

Section II. Worker Classification:
(Complete only ONE of the following sections [A, B, or C], based on the services to be performed by the Individual)

A. Teacher/Lecturer/Instructor:

□Yes □No 1. Is the individual teaching a course for which the students can receive credit toward a University degree?

□Yes □No 2. Does the University have any control over course materials that are used by the individual?

□*Yes* □*No* *3. Has the individual provided the same or* similar services as an ongoing business to other unrelated entities in the last 12 months?

□Yes □No 4. Is the individual an invited guest lecturer *(lectures in a seminar, colloquium, class, etc.)*?

□Yes □No 5. Has the individual been at the University in this capacity fewer than four times in the past 12 months?

B. Researcher:

□Yes □No 1. Will the individual perform research under the supervision of a University professor or employee?

□Yes □No 2. Will the individual serve in an advisory or consulting capacity for a University professor or employee?

C. Individuals Not Covered Under Sections A or B:

□Yes □No 1. Has the individual provided the same or similar services to other unrelated entities or to the general public as a trade or business during the last 12 months?

□Yes □No 2. Will the department provide the individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise?

□Yes □No 3. Will this individual be free to perform their hired tasks and have the ability to make decisions on his/her own?

_____

Section III. IRS Control Tests:

Note: *The following questions are required to be answered to provide additional support and documentation for this payee. By completing the checklist the answers validate the University's worker classification position and are based solely on the payee facts and circumstances, exclusively.*

A. Behavioral Control:

□Yes □No 1. Does the University have the right to tell the worker when, where and how work is to be performed?

□Yes □No 2. Are work hours set by the University?

□Yes □No 3. Does the University train the worker to perform the service?

□Yes □No 4. Does the University have responsibility for hiring, firing, supervising, or paying assistants of the worker?

□Yes □No 5. Does the University provide tools and materials necessary to perform the service?

_____

B. Financial Control:

□Yes □No 1. Is compensation made on a regularly recurring basis (e.g., weekly, monthly, or on retainer)?

□Yes □No 2. Does the worker have a significant investment in facilities or materials (other than computer equipment and education)?

□Yes □No 3. Does the worker have a direct interest in or share of any profit or loss of the work accomplished?

□Yes □No 4. Are the worker's services available to the general public?

□Yes □No 5. Does the worker perform similar services for more than one firm at a time?